



Noelani School PTA MONTHLY MEETING
AGENDA
Thursday, 12-14-23, 6:00pm via Zoom



1. Meeting Opening

- a. Call to order –President Stanford Togashi at _____ p.m. **PRESS RECORD on ZOOM!!**
- b. Approval of November 2023 Meeting Minutes – Kristen Brummel/Michelle Isa-Atta – see attached

2. Principal’s Report – Principal Gusman

3. Treasurer’s Report – Catherine Pfeffer – see attached

4. Old Business

- a. Craft Fair – Leanne Kojima – (President’s comments for agenda) Many thanks to Leanne and Lauren Young, co-chairs of last year and this year’s Craft and Children’s Fair along with their committee members and to all the volunteers that came out in support of this amazing fundraiser! Great weather (aside from a brief shower) blessed our event and vendors were busy before the event technically started. I heard many positive comments from vendors, customers, community members, parents and kids. If you have not done so, I highly encourage you to attend next year’s fair and please sign up to volunteer for at least one shift. You can volunteer with a friend and help our PTA raise funds at this 100% PTA volunteer event where all proceeds go right back to the school via the PTA.
- b. Keiki Aide/Noelani EI and PTA Food Drive – Stanford Togashi – Thank you to the Morita family (Zechey 5th grade) for helping to organize this annual event to raise food/necessary items for kids, and in this case, young adults attending the University of Hawaii at Manoa. 529.6 pounds of mostly food were collected and donated to the UH Food Vault Hawaii. This surpassed the goal of 500 lbs and last year’s amount of 493 lbs! Thank you to all those who donated items!
- c. Manoa Parade – Stanford Togashi – Thank you to the Manoa Lions Club for hosting another excellent holiday parade followed by snacks and games/activities for the children. A little more than 150 parents and keiki walked along the parade route donating candy that was generously donated by parents and some purchased by the PTA. In addition to the Manoa community, we saw many current families along the route as well as alumni of Noelani and I’m sure some future Geckos! This event was also blessed with amazing, albeit a little hot, weather! This year we marched alongside some favorite holiday music and I hope to see there next year! Thank you to the families that donated items, brought wagons, helped keep our kids safe, and to our 5th graders, thank you for

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holding our banner and representing our school with pride! Shoutout to 5th grade teacher, Mr. Higa for encouraging the 5th graders to come and organizing the banner holding teams, to Mr. Richard for opening up the cafeteria early for me to get things organized and Ms. Ai for helping to get our little ones shirts at the last minute.

- d. Eden in Love Bag Collaboration – Leanne Kojima/Stanford Togashi – Bags sold well at the Craft Fair, but we still have some left. Will discuss how to continue with sales.

5. New Business

- a. School Requests – Stanford Togashi –
 - i. A majority of the A building Chromebooks are going bad due to battery swelling and need to be replaced ASAP. The school has funds to cover roughly 66% of the cost of the and is asking if the PTA could help cover the remaining 34%. Internally, the other officers are unanimous in their support of this, but we do not have this item budgeted and I would like a motion and vote on this.
 - ii. This past year, many folding chairs were thrown away due to being in poor condition and the school would like assistance in purchasing 60 chairs priced at roughly \$30 each. These chairs are only used during large school and mostly PTA events. We do not have this item budgeted and I would like a motion and vote on this.
 - iii. In order to outfit the all of the students (1 violin shared between 2 students) and teacher with a violin for the music program, I would like to request purchasing 5 used violins (\$320 each) 5 shoulder rests (\$12.55 each) for a total of \$1741.10 (including tax) from the Music Center of Hawaii. We do not have this item budgeted and I would like a motion and vote on this.
- b. Jogathon – Stanford Togashi - Currently Scheduled for Friday, February 9. I will be placing the order for the shirts over the break. Format will be similar to previous years. HPU Basketball players will attend.
- c. May Fair – Stanford Togashi – No chair yet for this event. As of now, I have spoken with several PTA members who served integral roles (basically sub chairs) last year and we may attempt to hold this very fun and important fundraising event without a true chair.
- d. Open discussion – Feel free to share anything that could be useful to other members, ask questions about the PTA, etc.

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- i. Ocean Safety Tips
 1. Box jellyfish tide calendar - <https://www.waikikiaquarium.org/interact/box-jellyfish-calendar/>
 2. Box jellyfish treatment - <https://manoa.hawaii.edu/news/article.php?aId=7632>
 3. Hawaii Beaches with lifeguards - <https://oceansafety.hawaii.gov/list-of-lifeguarded-beaches/>
 4. Cone Shells - <https://www.marinelifephotography.com/marine/mollusks/gastr-opods/cones/cones.htm>
 5. Current Beach Conditions - <https://safebeachday.com/county/o%CA%BBahu/>
 6. Check with lifeguards for current conditions, read and obey all warning signs, if in doubt, don't go out.
6. **Adjournment** - _____ pm
7. **Next Meeting** – Thursday, January 11, 2024 at 6 pm via Zoom.

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Filled and Vacant PTA Chair Positions

- ▶ **After School Enrichment: Ai Yamane**
- ▶ **Audit: Sean Kikuchi**
- ▶ **BoxTops: ***Lisa Imai***Needs Chair*****
- ▶ **Boy Scout Liaison: Bonnie Tung**
- ▶ **Bylaws: ***Stanford Togashi***Needs Chair*****
- ▶ **Craft Fair: Leanne Kojima and Lauren Young**
- ▶ **Facebook and Instagram: ***Michelle Isa-Atta***Needs Chair*****
- ▶ **Family Events: Trunk or Treat: Rebecca Dayhuff**
Movie Night: *Needs Chair*****
- ▶ **Jogathon: Stanford Togashi**
- ▶ **Logistics/Storage Containers: Weylin Hokutan**
- ▶ **May Fair: ***Needs Chair*****
- ▶ **Membership/Alumni Database: ***Needs Chair*****
- ▶ **New Parent Orientation: ***Kristen Brummel***Needs Chair*****
- ▶ **Nominations: ***Needs Chair*****
- ▶ **Parking: ***Brad Araki***Needs Chair*****
- ▶ **Room Parent Liaison: Dana Senaha and Rebecca Dayhuff Matsushima**
- ▶ **School Community Council: Matthew Kanemura and Jessica Ayau**
- ▶ **Staff Appreciation Week: ***Kristen Brummel***Needs Chair*****
- ▶ **T-shirts: Stanford Togashi and Ai Yamane**
- ▶ **Volunteers: ***Needs Chair*****
- ▶ **Website: Lisa Imai**

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NOELANI SCHOOL PTA November 9, 2023 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:01pm.

PRESENT: The following officers and members, constituting a quorum, were present:
 Officers: Stanford Togashi, President
 Kristen Brummel, Vice President
 Catherine Pfeffer, Treasurer
 Members: Approximately 20 members online.
 Principal Gusman

October 12, 2023 MEETING MINUTES were shared and approved.

PRINCIPAL’S REPORT made by Principal Gusman

1. Thank you to everyone who helped with Hall ‘o Treats- it was very successful
2. Thank you for adjusting to the Parent-Teacher Conference schedule
3. 11/10/23 is Veteran’s Day- Principal Gusman will be there at 8am. If you can help with Craft Fair preparation, come to Noelani
4. Principal Gusman would like committee to set a Craft Fair date for next school year so that he can set PD day for next year
5. Reminder: No school on Nov. 23 and 24th for Thanksgiving
6. Songfest will be back in person at night on Wednesday, December 20th
 - a. Kindergarteners will start at 6pm, kids and parents cycle out of the cafeteria after performance so that other parents can come in to watch their children perform
 - b. Blue permission forms went home earlier this week for livestream
7. Winter Break begins on Friday, December 22. Students return to school on January 8th, 2024

TREASURER’S REPORT – shared by Catherine Pfeffer

1. Bank Account Balance as of 10/31/23 bank statement

Account Balances as of October 31, 2023			
Account	10/31/2023	9/30/2023	Difference
Savings Statement Balance	\$ 191,860.42	\$ 191,854.55	\$ 5.87
Business Platinum Checking xx7910 Statement Balance	\$ 45,620.23	\$ 34,950.22	\$ 10,670.01
Business Platinum Checking xx6857 Statement Balance	\$ 43,005.77	\$ 47,770.22	\$ (4,764.45)
minus all outstanding checks not yet cashed	\$ 18,331.63		
Actual Business Checking (Operating) Account Balance	\$ 70,294.37		
Check Register Balance	\$ 70,294.37		
Total Bank Statement Balance: \$ 280,486.42 \$ 274,574.99 \$ 5,911.43			
Actual Balance (Bank balance - outstanding checks): \$ 262,154.79			

- There is a lot going on in November- we are done with Hall O Treats and gearing up for Craft Fair
- We had an outstanding check from the last fiscal year that we voided and reissued
- We have one outstanding check that has not cleared since last month

OLD BUSINESS

Stanford Togashi:

- Big shoutout to Becca for organizing Hall O' Treats- it was highly successful!
- Thankful for parking support - we need more parking attendants so that they can cycle out and also enjoy the event

NEW BUSINESS

Leanne Kojima:

Craft Fair Update:

Eden in Love products will be on sale at the Craft Fair- it will be first come first serve. We ordered 100 dumpling, 100 small totes, 250 pixie, and lots of medium totes

Stanford Togashi:

Manoa Parade:

- There's not going to be any parking at the school allowed on campus. That is the staging area for all of the parade walkers
- Suggestion: park at Manoa Park (where the parade ends anyway)
- Please chaperone your own child or make arrangements for an adult to be responsible for them
- Wear Noelani shirt

SongFest:

You'll be able to attend in person to see your child's grade level performance

Next General PTA meeting will be on Dec. 14, 2023 at 6pm

Mayfair:

- We are about 6 months away from Mayfair
- We need lots of volunteers and a conductor to help organize everything
- If anyone is interested, please contact one of the officers or Principal Gusman

Audit Committee

Sean Kikuchi:

- Committee checked last year's monthly treasurer reports
- Committee would like to thank the previous Treasurer for assistance. everything was very well-organized in binders and electronically, and it made things a lot of easier
- Reviewing the documents really showed how active the PTA was compared to the pandemic years

Open Discussion

- Leanne was on the news this morning (KHON)! [LINK HERE](#)
- Reminder: Can goods drive at Craft Fair - last year, we had about 500 pounds to donate and hoping to match or exceed that this year

Thank you to everyone for attending the online meeting. Please reach out for any questions regarding the Noelani PTA via email at president@noelanipta.org.

MEETING ADJOURNED at 6:33pm. Next Meeting scheduled for December 14, 2023 at 6:00pm.

DRAFT

Noelani PTA Treasurer's Report
for the period ending November 30, 2023

Operating Income Received in November 2023			
<u>Date</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
11/1/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 513.21
11/2/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 357.81
11/3/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 506.92
11/6/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 1,534.67
11/7/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 611.64
11/7/2023	Craft Fair	Business Checking xx7910	\$ 370.00
11/8/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 144.15
11/10/2023	Square: Craft Fair, Eden in Love bags	Business Checking xx6857	\$ 658.60
11/10/2023	Craft Fair, Maui Donation, School T-shirts	Business Checking xx7910	\$ 762.00
11/13/2023	Square: Craft Fair	Business Checking xx6857	\$ 6,098.46
11/13/2023	Craft Fair	Business Checking xx7910	\$ 8,097.00
11/17/2023	School T-shirts, Morning Care	Business Checking xx7910	\$ 162.00
11/24/2023	Square: Eden in Love bags	Business Checking xx6857	\$ 57.96
11/30/2023	Interest	Savings xx1383	\$ 5.67
Total Income:			\$ 19,880.09

Operating Expenditures in November 2023				
<u>Date</u>	<u>Payee/Description</u>	<u>Check #</u>	<u>Cleared by EOM?</u>	<u>Amount</u>
11/1/23	Lauren Young (Craft Fair supplies)	1418	Y	\$ 94.24
11/1/23	MC Group (PTA Tax Preparation Fees)	1419	Y	\$ 890.05
11/1/23	Tara Crawford (Replacement of check 1336 from SY 22-23)	1420	Y	\$ 200.00
11/7/23	Kristen Brummel (Noelani noodle ingredients)	1421	Y	\$ 401.21
11/8/23	Noelani Troop 35 BSA (Scout Dues)	1422	Y	\$ 1,000.00
11/8/23	Maiko Tanaka (Genki Ball supplies)	1423	Y	\$ 66.91
11/8/23	EM Hawaii LLC (Genki Ball supplies)	1424	Y	\$ 109.95
11/10/23	Uluplus (Craft Fair vendor lunches)	1001		\$ 84.00
11/10/23	Rocket Scientist Chili (Craft Fair vendor lunches)	1002	Y	\$ 77.00
11/10/23	Tatsuo's (Craft Fair vendor lunches)	1003	Y	\$ 237.00
11/10/23	Da Andagi Gyu (Craft Fair vendor lunches)	1004	Y	\$ 115.00
11/10/23	Steak Farm (Craft Fair vendor lunches)	1005	Y	\$ 380.00
11/11/23	Solomana Williams (Craft Fair HPD Officer)	1006	Y	\$ 510.00
11/11/23	Daniel Farley (Craft Fair HPD Officer)	1007	Y	\$ 350.00
11/11/23	Daniel Engelhardt (Craft Fair HPD Officer)	1008	Y	\$ 350.00
11/13/23	City & County of Honolulu (VOIDED)	1009	Y	\$ -
11/16/23	Bellamann Services (T-shirt order)	1010	Y	\$ 1,780.10
11/16/23	Ham Produce and Seafood Inc. (Noelani Noodle ingredients)	1011	Y	\$ 261.25
11/16/23	Grant Araki (Craft Fair drinks)	1012		\$ 432.00
11/16/23	Sean Kikuchi (Craft Fair ice)	1013		\$ 85.50
11/16/23	Alison Lee (Craft Fair prizes)	1014		\$ 806.26
11/17/23	Stanford Togashi (Eden in Love)	1015		\$ 250.00
11/17/23	Stanford Togashi (Noelani Noodle supplies)	1016		\$ 253.26
11/19/23	City & County of Honolulu (Craft Fair HPD fee)	1017		\$ 5.00
11/27/23	City & County of Honolulu (Craft Fair HPD fee)	1018		\$ 10.00
Total Expenses:				\$ 8,748.73

Account Balances as of November 30, 2023				
<u>Account</u>	<u>11/30/2023</u>	<u>10/31/2023</u>	<u>Difference</u>	
Savings Statement Balance	\$ 191,866.09	\$ 191,860.42	\$ 5.67	
Business Platinum Checking xx7910 Statement Balance	\$ 50,950.88	\$ 45,620.23	\$ 5,330.65	
Business Platinum Checking xx6857 Statement Balance	\$ 32,789.99	\$ 43,005.77	\$ (10,215.78)	
minus all outstanding checks not yet cashed	\$ 1,926.02			
Actual Business Checking (Operating) Account Balance	\$ 81,814.85			
Check Register Balance	\$ 81,814.85			
Total Bank Statement Balance:	\$ 275,606.96	\$ 280,486.42	\$ (4,879.46)	
Actual Balance (Bank balance - outstanding checks):	\$ 273,680.94			

Business Checking Checks (from previous months) that "cleared" as of November 30, 2023				
<u>Issue Date</u>	<u>Check Number</u>	<u>Comments</u>		<u>Amount</u>
9/14/2023	1401	Business Checking xx6857	\$	1,285.86
10/12/2023	1408	Business Checking xx6857	\$	119.54
10/12/2023	1409	Business Checking xx6857	\$	529.38
10/17/2023	1414	Business Checking xx6857	\$	1,434.51
10/24/2023	1415	Business Checking xx6857	\$	5,264.15
10/25/2023	1416	Business Checking xx6857	\$	5,927.79
10/26/2023	1417	Business Checking xx6857	\$	3,770.40
			Total Cleared:	\$ 18,331.63

Outstanding Business Checking Checks (not yet cleared) as of November 30, 2023				
<u>Date Issued</u>	<u>Check Number</u>	<u>Notes</u>		<u>Amount</u>
			\$	-
			Total Outstanding:	\$ -

Submitted on December 11, 2023 by Catherine Pfeffer, Noelani PTA Treasurer

Catherine Pfeffer

Music Center of Hawaii, Inc.
Quote for Noelani Elementary School - October 3, 2023
Mr. Benjamin Perry, Director

Line	Item Description	QTY	Unit Price	Total
1	Yamaha V3 Used 1/2 Violin Outift, SN: 03427	1	\$320.00	\$320.00
2	Yamaha V3 Used 1/2 Violin Outift, SN: 04656	1	\$320.00	\$320.00
3	Yamaha V3 Used 1/2 Violin Outift, SN: 03431	1	\$320.00	\$320.00
4	Yamaha V3 Used 1/2 Violin Outift, SN: 04678	1	\$320.00	\$320.00
5	Bottega Bella Used 1/2 Violin Outift, SN: 3036	1	\$320.00	\$320.00
6	Everest EZ3 Violin Shoulder Rest 1/2-3/4	5	\$12.55	\$62.75
			Subtotal	\$1,662.75
			Tax	\$78.35
			Total	\$1,741.10

Quote Number: noelani231003-4 (Revised 11/24/2023)

Pricing valid up to 60 days from the date of quotation

Mahalo for your inquiry!